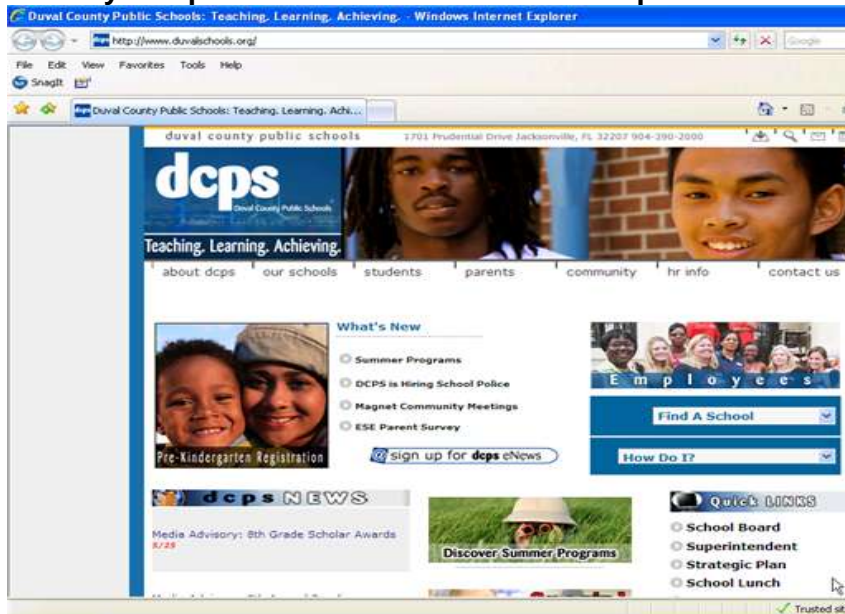




## Outlook Web Access 2010 Quick Start Guide

Use any computer with Internet access and open the browser.

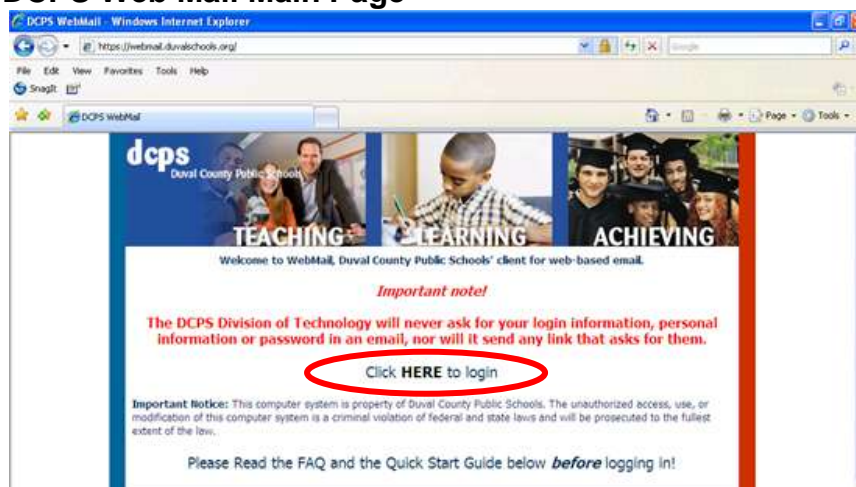


### Logging into DCPS WebMail (OWA 2010)

Click in the address fill and type the following url:

Address	<a href="https://webmail.duvalschools.org">https://webmail.duvalschools.org</a>
---------	---

### DCPS Web Mail Main Page



Click [HERE](#) .

## Enter Network User name and Password

Microsoft®  
Outlook® Web App

Security ( [show explanation](#) )

☐ This is a public or shared computer

☒ This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

☐ Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange  
© 2009 Microsoft Corporation. All rights reserved.

Click in the appropriate radio button.  
Click on "show explanation" for more information (see figure below).

Type DCPS User name and Password

Microsoft®  
Outlook® Web App

Security ( [hide explanation](#) )

☐ This is a public or shared computer

Select this option if you use Outlook Web App on a public computer. Be sure to sign out when you've finished and close all windows to end your session.

☒ This is a private computer

Select this option if you're the only person who uses this computer. Your server will allow a longer period of inactivity before signing you out.

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

☒ Use the light version of Outlook Web App

The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, [click here](#).

User name:

Password:

[Sign in](#)

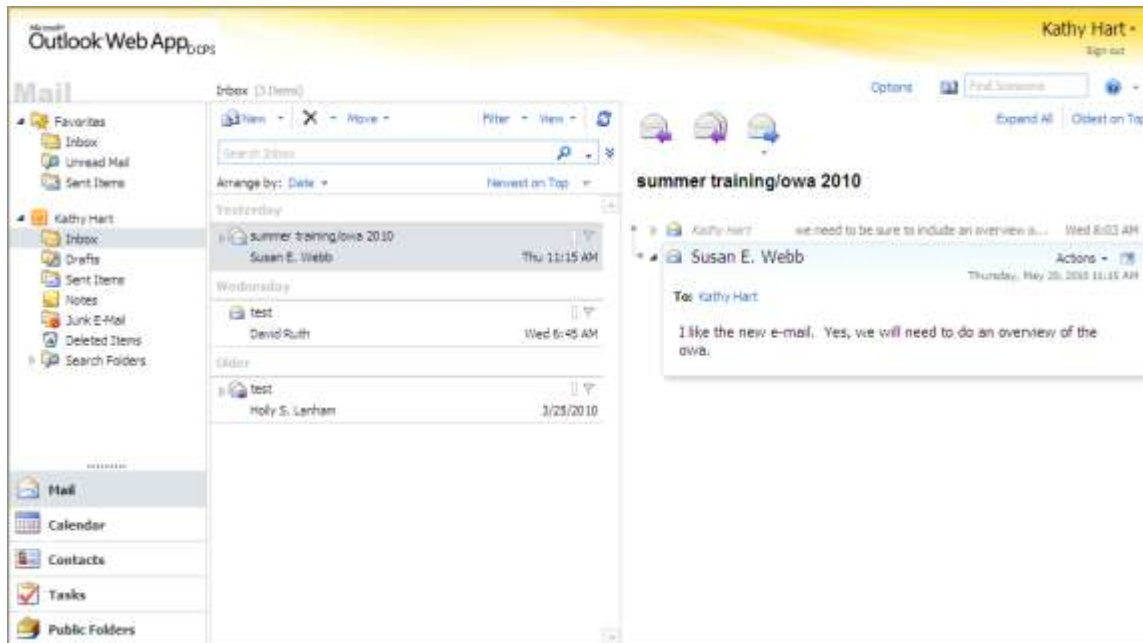
Choose this option if you are on a public (public library, Schultz Center, etc...) or a computer that you share.

Choose this option on your home computer or on your DCPS computer.



Choose the light version if you are on a slow Internet connection.

Enter your DCPS User name and password and click [Sign in](#).

## Microsoft Outlook Web Access Main Screen

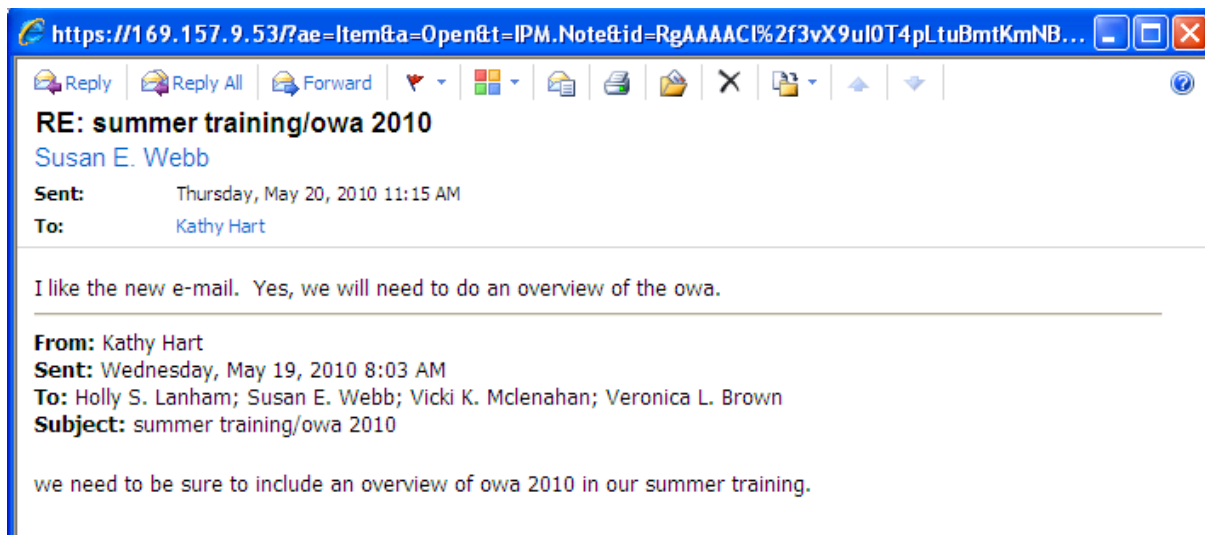


This is the Outlook Web Access 2010 (OWA) main screen. To view e-mail messages do one of the following:


- Click  **Mail** in the Outlook Tools pane
- Click  **Inbox** in the Outlook Folder pane






Double-click on the message you wish to view.

## Responding to an E-mail Message

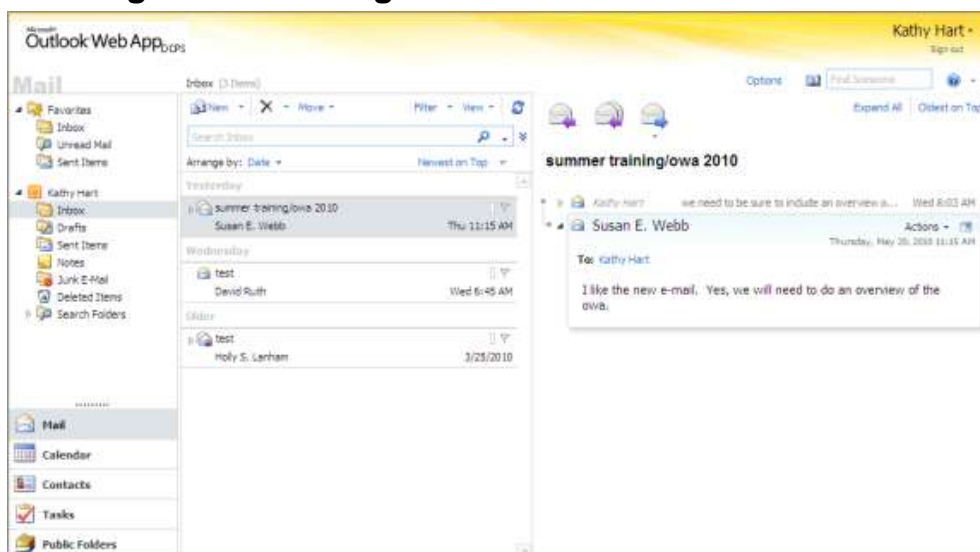


When the e-mail opens you have several options:

- Click  **Reply** at the top of the e-mail if you wish to send a return message to the sender only

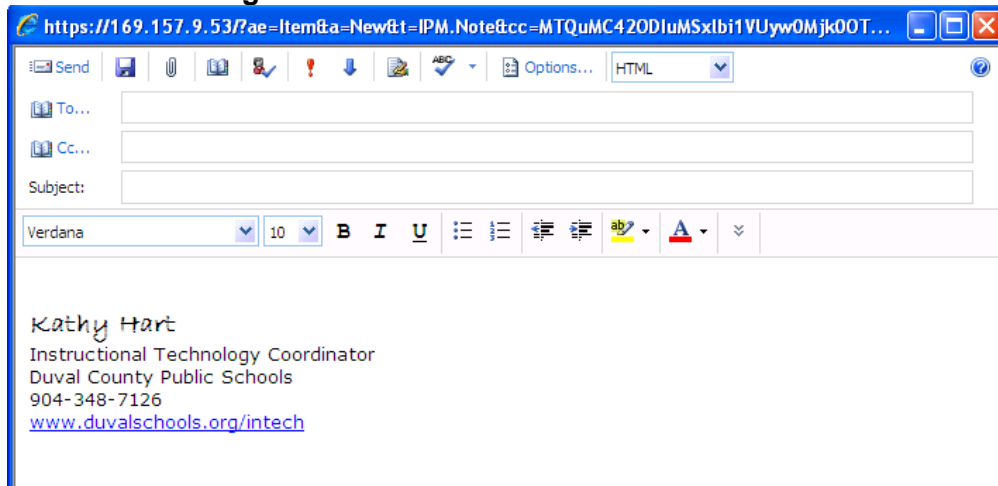
- Click  **Reply to all** at the top of the e-mail if you wish to send a return message to the sender and all others copied on the original message
- Click  **Forward** to send the message to other recipient/s
- Click  to print the message
- Click  to delete the message
- Click  **Send** to send your reply to any of the above choices

## Creating a New Message



Click  **New** in the center pane of the main Outlook Web Access screen to create a new e-mail message.

## Untitled -- Message



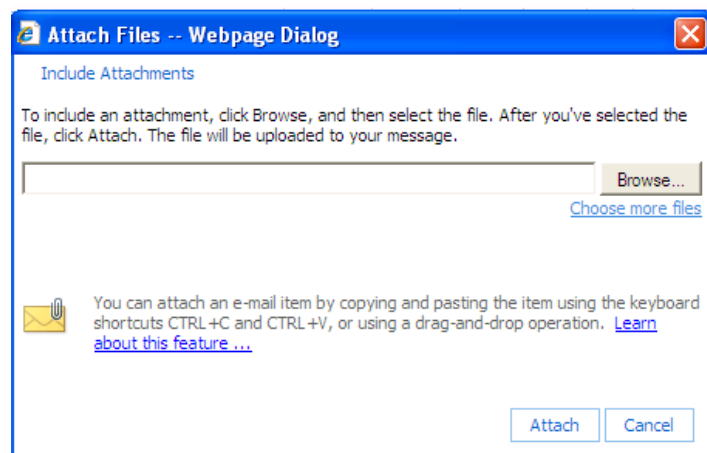
Complete/Review the following fields:

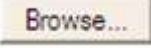
Field Name	R/O	Description
To...	R	E-mail address of the recipient Example: tillj@duvalschools.org
Subject:	R	Brief description of the e-mail topic. Example: This is a test document

Type your message in the message field.

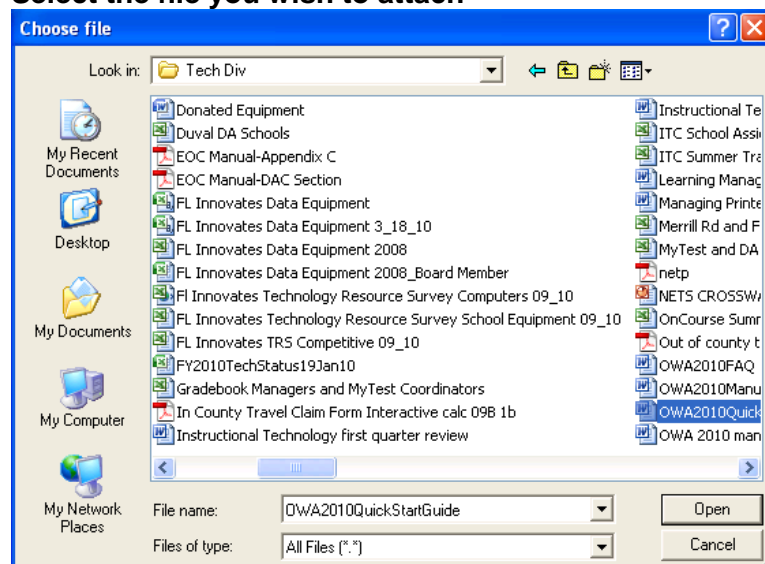
## Attaching a File to an E-mail Message

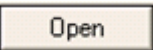
Click  on the tool bar.

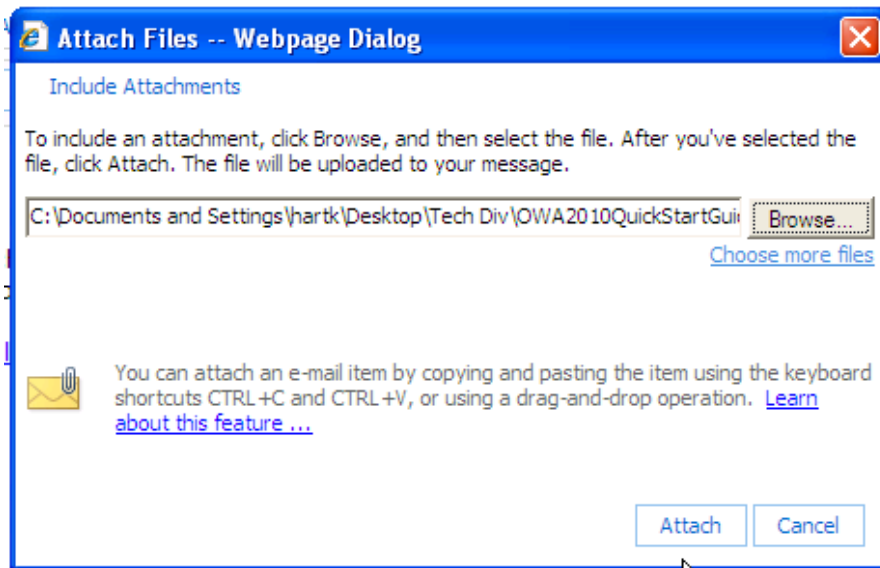


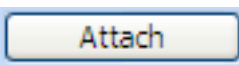
Click .

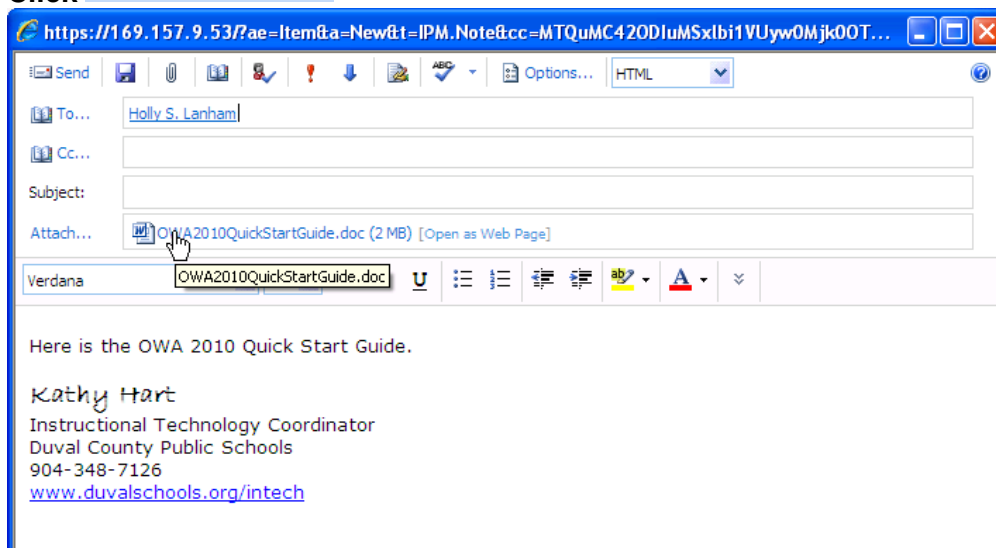
Select the file you wish to attach



Click .



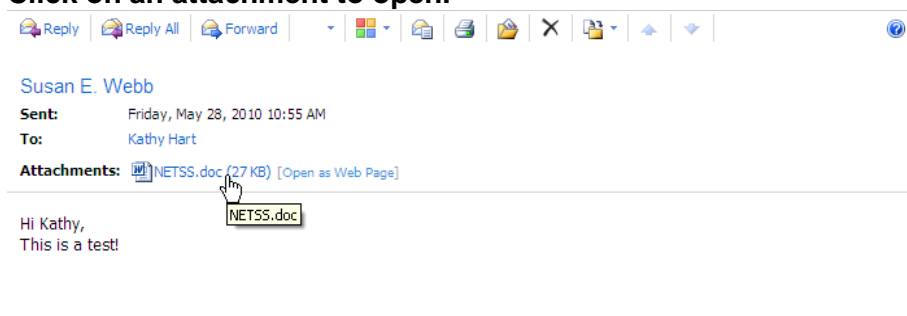
Click 

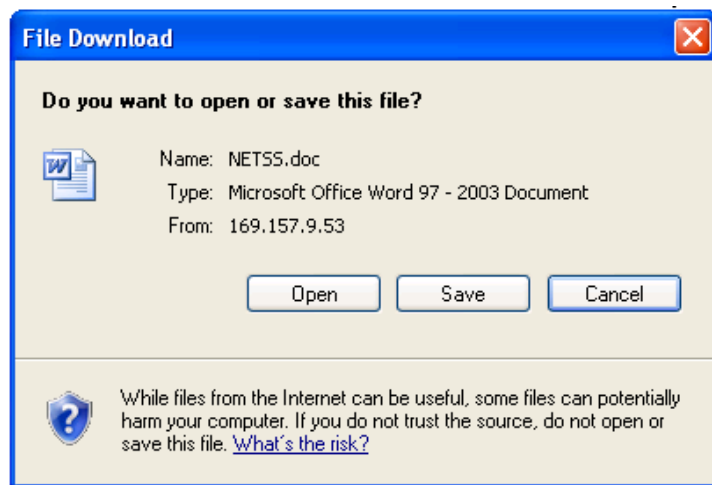


Your file is now attached to your E-mail message. Click 

## Open an E-Mail Attachment

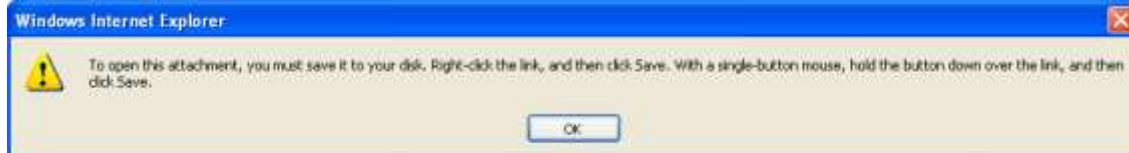
Click on an attachment to open.





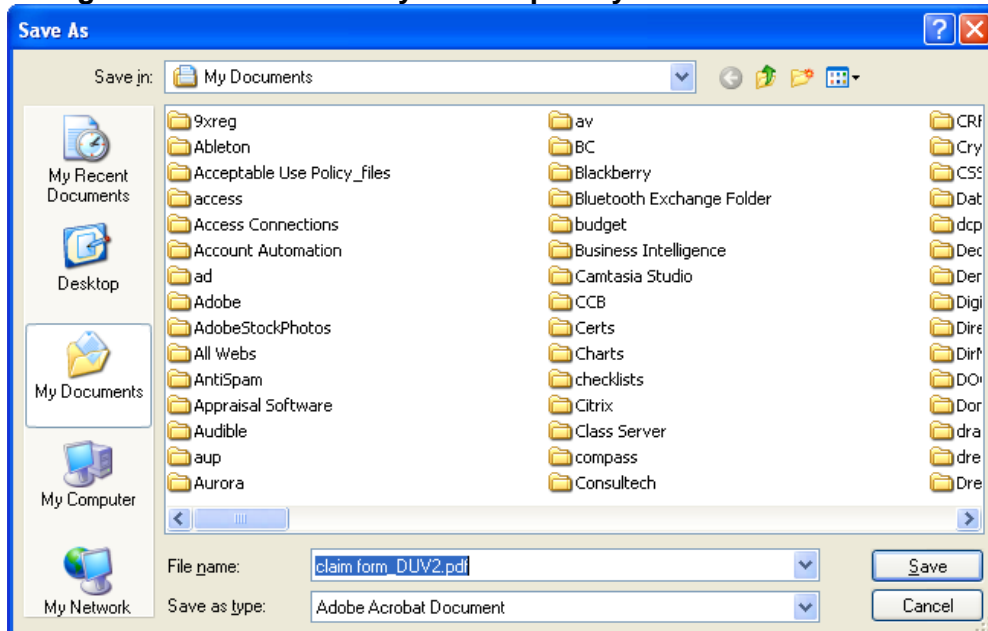
Click on **Open** or **Save** .

**Note: If you get this message telling you to right-click.**



Click **OK**

**Navigate to the location on your computer you want to save.**



**Accept the file name given or type any name for the attachment you wish and click**

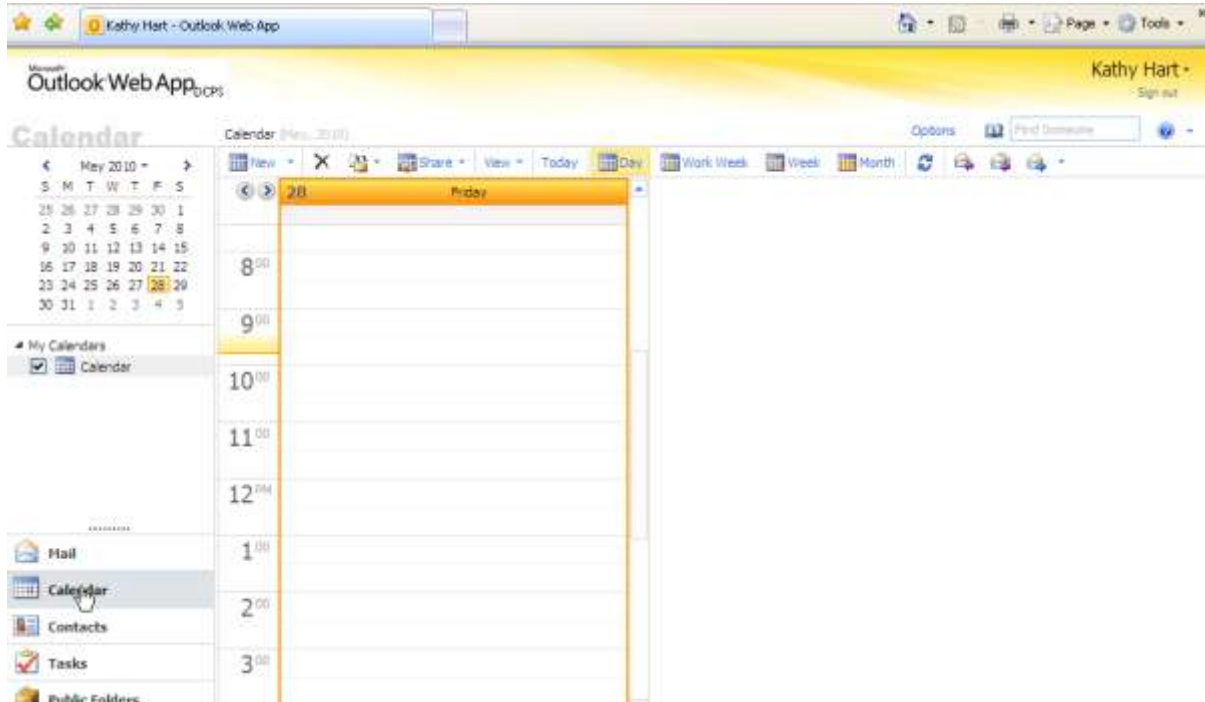
**Save** .



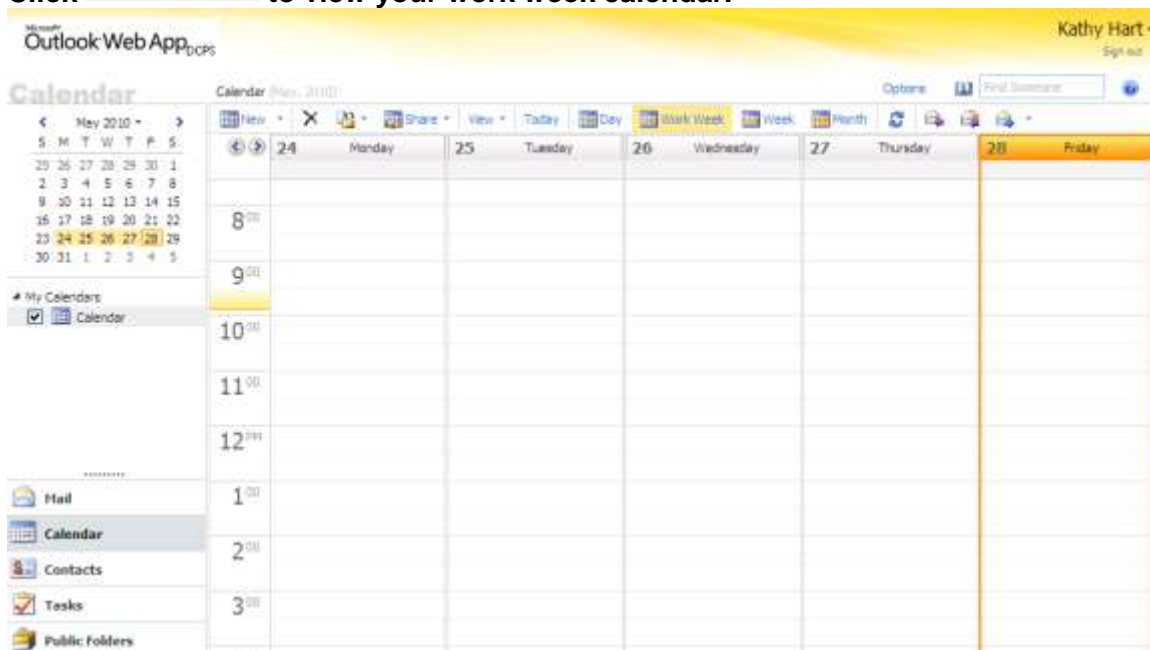
## View Calendar

Click  **Calendar**.

## Microsoft Outlook Web Access - Calendar

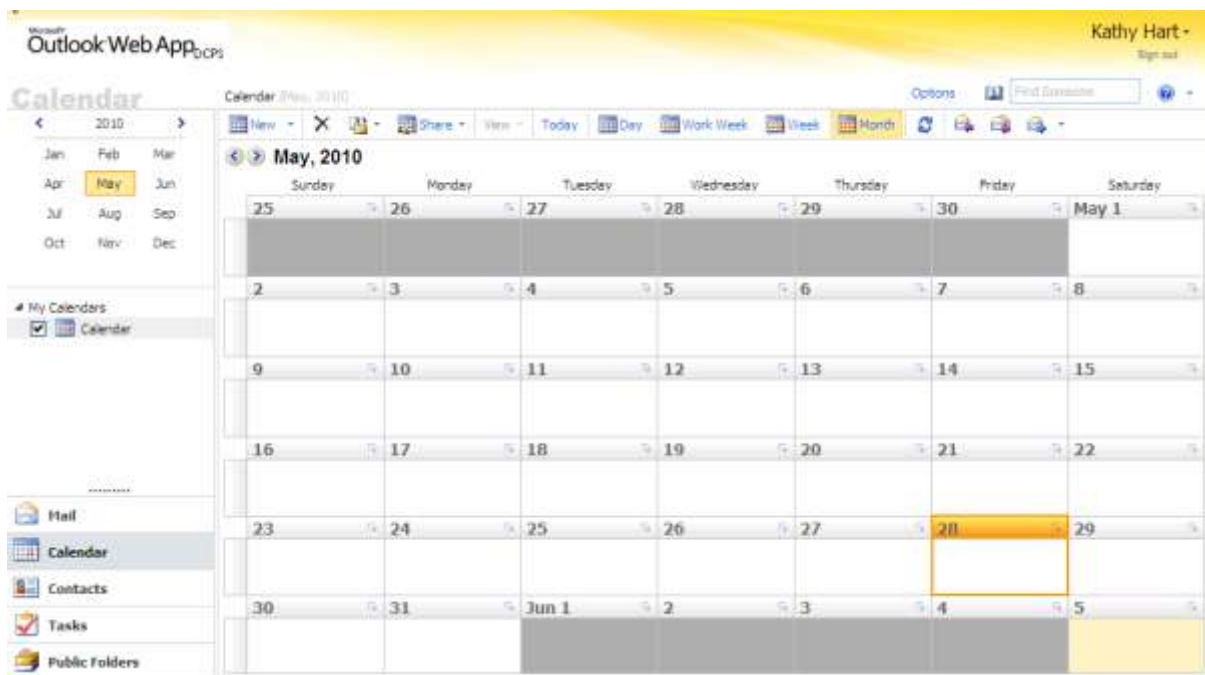


Click  **Work Week** to view your work week calendar.

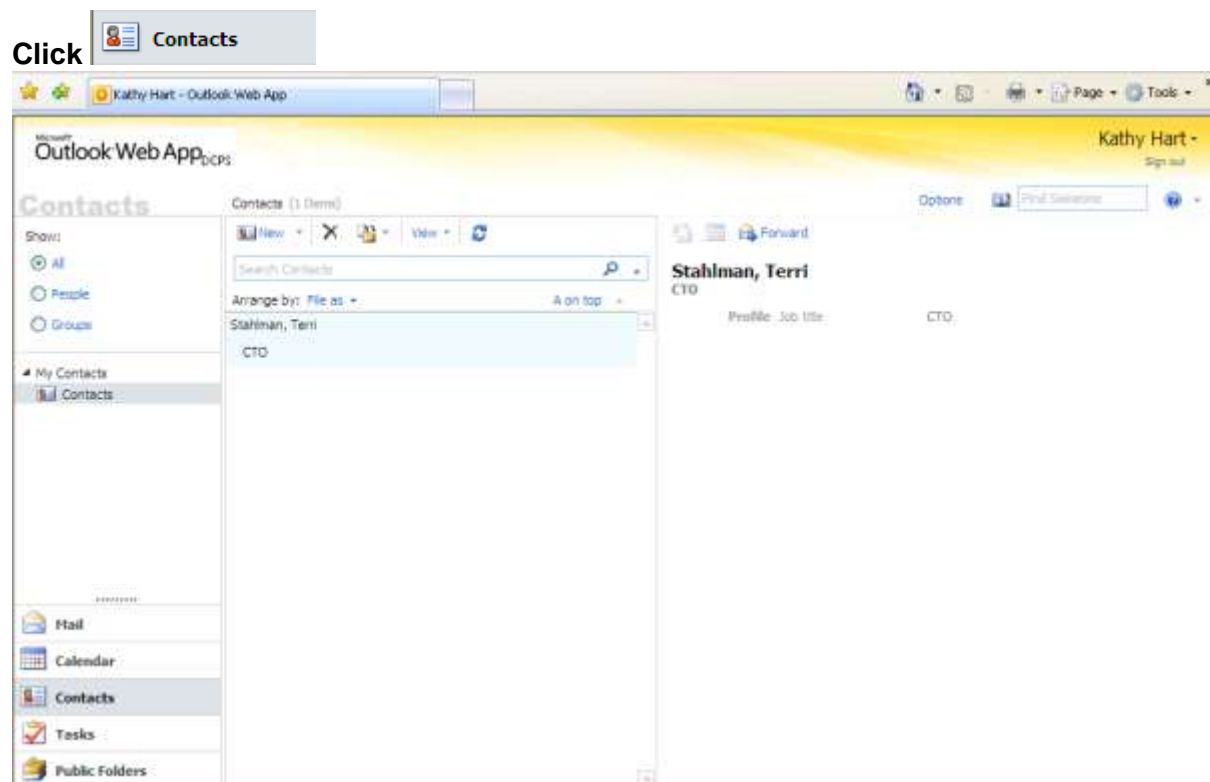


27. Click  **Month** to view your monthly calendar.





## Create a Contact List



To add a contact, click



https://169.157.9.53/?ae=Item&a=New&t=IPM.Contact&f...

Save and Close

Jump to: Profile Contact Addresses Details

**Profile**

First name

Middle name

Last name

File as  ▼

Job title

Office

Department

Company name

Manager

Assistant

**Contact**

Business phone

Home phone

Mobile phone

Assistant  ▼

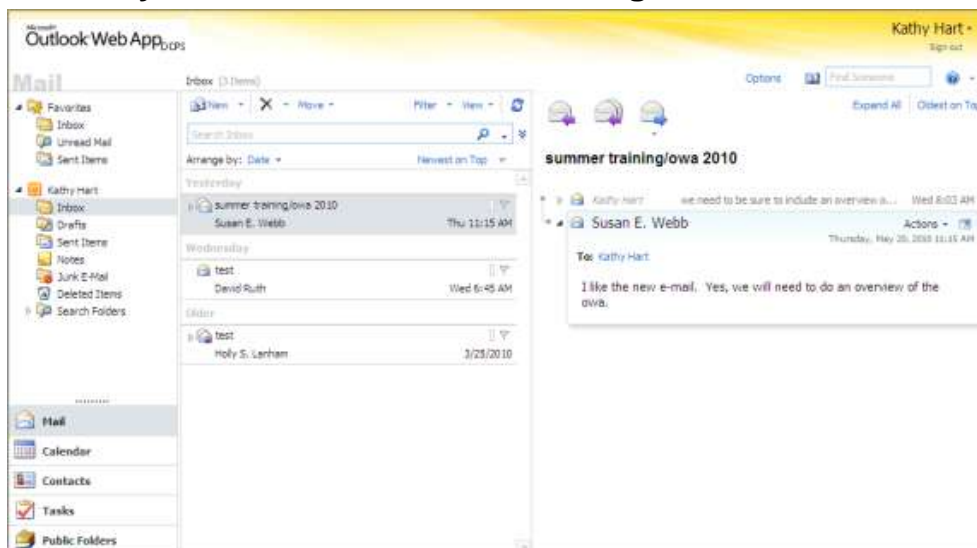
E-mail  ▼

Internet 100%

**Complete/Review the appropriate fields.**

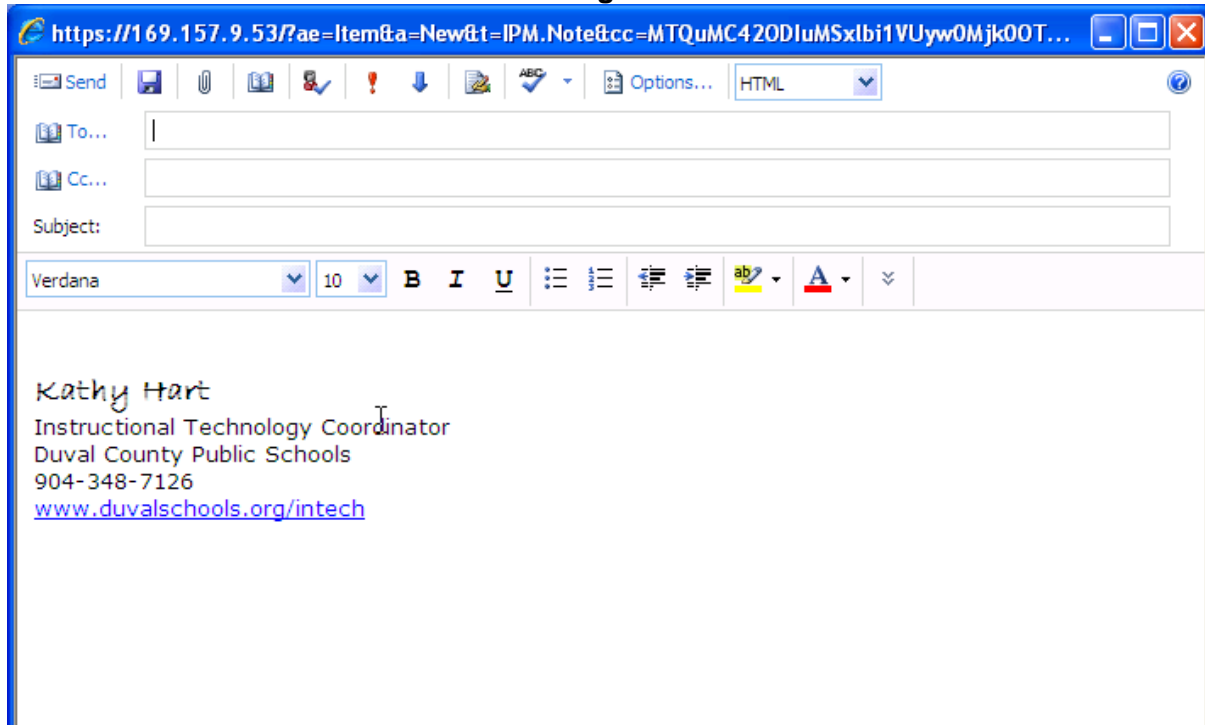
Click  **Save and Close** near the top left corner of the screen.

**Access your contact list when creating an email**



Click  Mail or  Inbox

Click  to create an e-mail message.

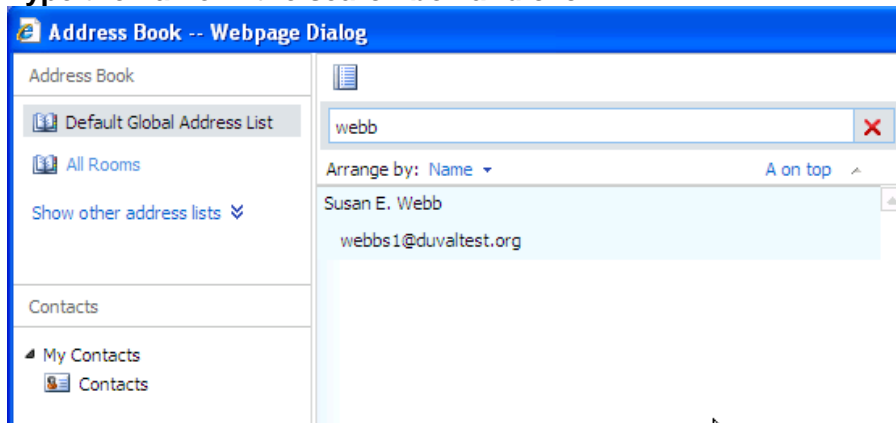


Type the E-mail address directly in the To... Field or Click  to access the contact lists.

To locate E-mail addresses make one of the following choices

- Choose “Global Address List” for E-mail addresses on the Duval network
- Choose “Contacts” for E-mail addresses you have entered in your personnel contacts list

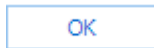
Type the name in the search box and click .



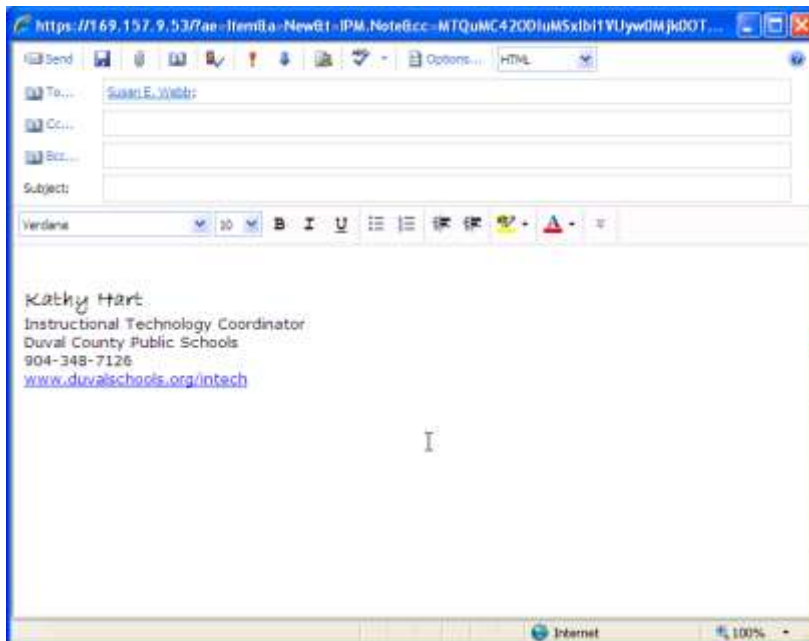
Click once, to highlight the name of the contact located and perform one of the following actions:

- Click To... .to place the contacts name in the “To” field
- Click Cc... .to place the contact name in the copy field
- Click Bcc... .to place the contact name in the blind copy field

Click



## Untitled – Message




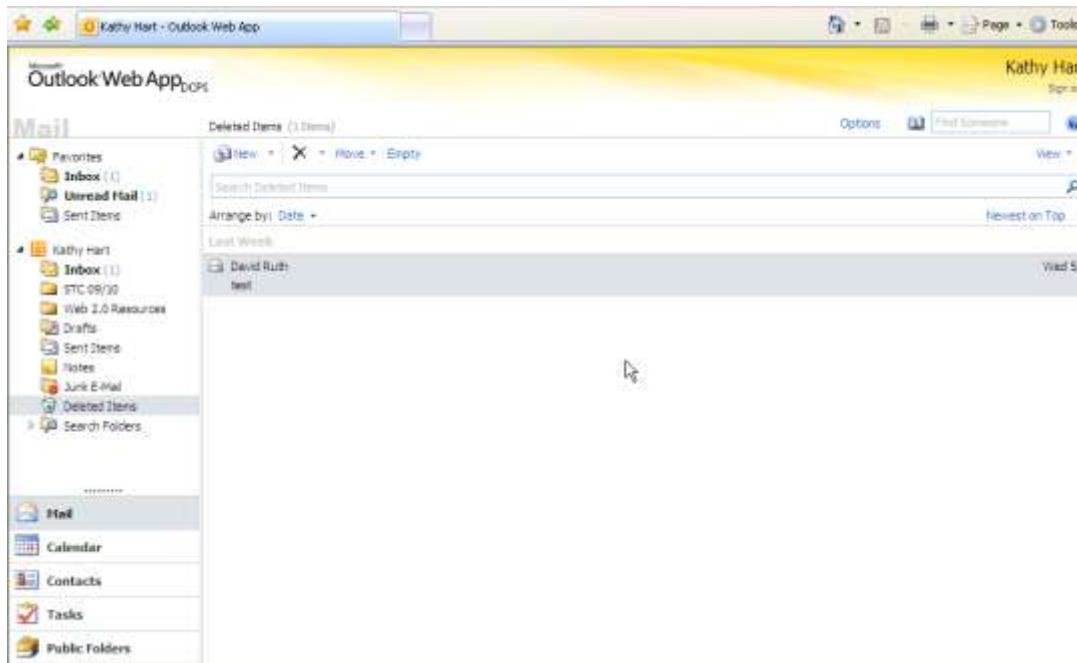
Your contact will be displayed in the E-mail address section.

If you wish to send the message with importance, click .

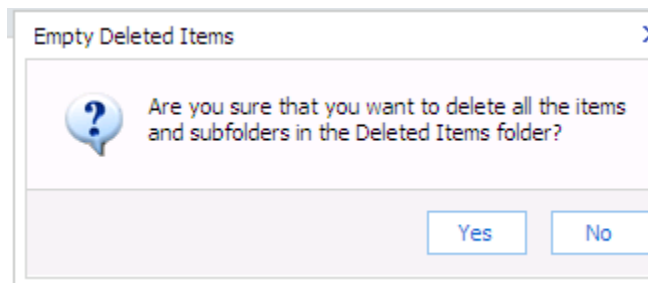
If you wish to send a routine message, click Send Send.

## Delete Unwanted E-mail Messages

Click  Deleted Items

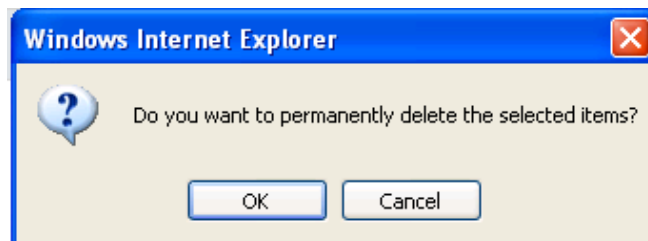


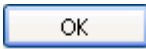
45. Click [Empty](#) to delete all items



Click 

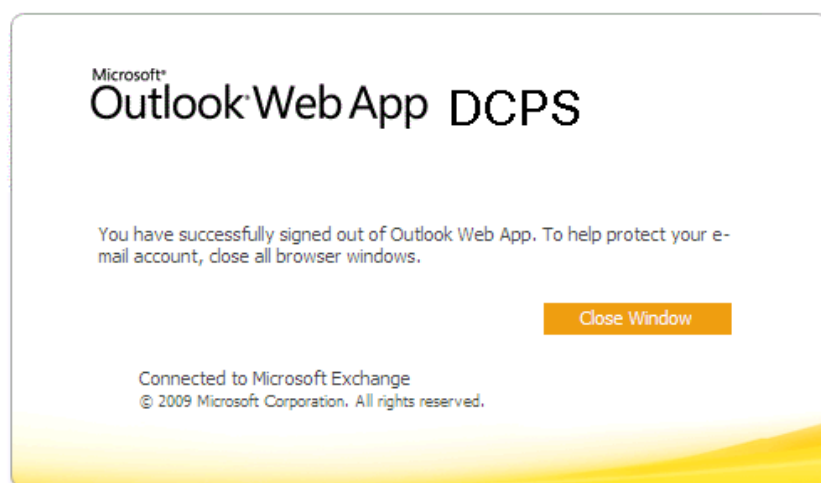
Select an item and click  to delete one item at a time



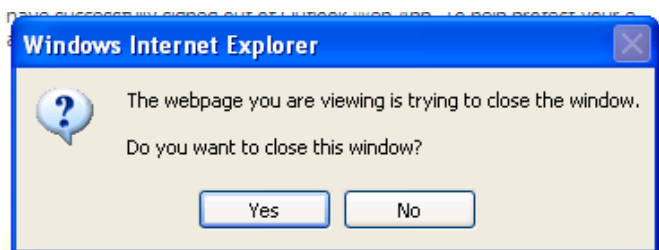
Click 

## Logging Off

Click on **Sign out** in the upper right hand corner.



Click **Close Window**



Click **Yes**